CONTRACT PROVIDERS and VOLUNTEERS

225.1 POLICY

The Thurston County Sheriff's Office Corrections Bureau will maintain volunteer and contract programs to enhance community education, information, and involvement in the Bureau facilities and the criminal justice system and provide contact and outreach opportunities for inmates serving time and those who are released into the community after their sentence is served. Services may also be provided to the inmates through contracted services and ancillary personnel.

225.2 PROCEDURE

The Chief Deputy of Corrections will appoint the Support Services Captain, or designee, to approve volunteers, contracted providers, and ancillary agency personnel. For the purpose of this policy, contract providers will be defined as the providers of programs and/or services who are contracted by the Sheriff's Department such as Medical Providers, Education, Domestic Violence and Chemical Dependency counselors, Mental Health Professionals, etc. Contracted employees may have access to inmate records and the computerized jail management system (ATIMS) pursuant to their area of expertise, and as it relates to the inmate population, upon the approval from the Chief Deputy of Corrections, the Support Services Captain, or the Operations Captain. National Crime Information Center (NCIC III) information, or any information obtained from the Washington Crime Information Center/Washington State Identification System (WACIC/WASIS) will not be available to any contract staff, professional staff, or volunteer under any circumstances.

Professional visitors, as it pertains to this policy, will include counselors, private investigators, probation, medical and/or Department of Social and Health Services personnel. For purposes of this procedure only, other law enforcement officials, Department of Corrections staff, and attorneys are exempt from this process.

225.2.1 RECRUITMENT OF CONTRACT PROVIDERS AND VOLUNTEERS

(a) The Support Services Captain will oversee the recruitment, orientation, training, and supervision of contract providers, volunteers, and any other individual who may enter Corrections Bureau facilities and have contact with or provide services to inmates. This will entail the screening of applicants (background and reference checks) and a full criminal history check is conducted, to include an NCIC III appropriate for a criminal justice employee. All successful applicants must be approved by the Support Services Captain, or designee.

(b) The Support Services Captain will ensure the appropriate level of supervision of the contract providers and volunteers and assign them to a designated member to act as their training facilitator.

(c) In order to be considered as a contract provider or volunteer in a Thurston County Corrections Bureau facility, applicants must meet the following criteria:

(a) Applicants must be twenty-one (21) years of age (age can be waived by the Chief Deputy of Corrections).

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(b) Applicants must have a valid Washington State Driver's License or Washington State Identification.

(c) Applicants must have no active criminal or major traffic charges pending or currently be on probation or parole. Felony, misdemeanor, and major traffic convictions will be evaluated on an individual basis.

(d) Applications will be completed and criminal history will be checked. A copy of the individual's Driver's License or Identification Card must be provided. Personal references will be checked for verification of the applicant's information.

(d) When a member receives a volunteer, contract, or professional visitors' application, they will ensure the application is complete. This will include a copy of the applicant's Driver's License or Identification Card and will also state what position the applicant is applying for. In addition, Prison Rape Elimination Act (PREA) information and an acknowledgment form will be given to each prospective applicant. The acknowledgment form must be returned with the application. This information will be forwarded to the Corrections Staff Assistant (SA).

(e) When all required information has been received, the SA will conduct a background check including information from the National Crime Information Center (NCIC III) information, Data Input System for the Courtroom Use Study (DISCUS), Superior Court Statistical Reporting Manual (SCOMIS), local warrants check, the computerized jail management system (ATIMS), and the Jail Booking and Reporting System (JBERS).

(f) When all of this information has been gathered, the SA will forward the application packet to the Support Services Captain, or designee, for review and approval. The exception will be applications for Narcotics Anonymous (NA), Alcoholics Anonymous (AA), or Jail Ministries volunteers, which will be forwarded to the Inmate Services Lieutenant for approval. If there is concern over eligibility requirements or questionable background information on any candidate, the Inmate Services Lieutenant may ask the Support Services Captain to review the application for final approval or denial.

7. The SA will prepare a centralized personnel file on each volunteer or contract provider that will include:

   (a) A cover sheet with a checklist for the application process

   (b) Application with address and phone number

   (c) Copy of Driver's License or Identification

   (d) Appropriate background documentation

   (e) Signature of approval/rejection from Support Services Captain

8. The Corrections Staff Assistant (SA) will maintain an accurate, up-to-date clearance list of volunteer and contract staff on the common drive for members to access. This list will include any notations or additional information that may need to be collected by members, as necessary.

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9. The SA will add the names of contract staff, who are scheduled to enter the facility on a regular basis, to the Corrections Bureau Organizational Chart. In addition, the SA will request the Administrative Lieutenant to schedule a security briefing with these staff. This training will include, but not be limited to:

   (a) Proper use of the radio

   (b) How to call for assistance

   (c) Code Calls/limited traffic conduct

   (d) Fire alarm reaction

   (e) Use of computer (e-mail, internet, ATIMS – if cleared)

   (f) Confidentiality

   (g) Prison Rape Elimination Act (PREA training)

10. The SA will keep an organized and accurate recording of all volunteer and contract staff and ensure the following requirements are met:

    (a) The volunteer and contract staff will have to be background checked annually, on or before the individual's anniversary date, to ensure they meet the criteria for clearance.

    (b) Volunteer and contract staff will be requested to complete an abbreviated application every two (2) years, on or before their anniversary date. This will ensure that their current information is on file.

11. Upon receiving notification of a new volunteer or contract staff from the SA, the Support Supervisor will issue a yellow badge to specifically appointed contract staff and notify the SA after the badge has been issued. When clearance is granted, the LAS will provide any necessary keys to the volunteer or contract staff, if they are requested to do so.

    A. Badges will be worn as follows:

- In the facility for familiarization with staff, inmates, and local police agencies.
- When acting in a professional capacity (accompanying inmates or members to court, or to other agencies, etc.).

(l) Corrections members will consult the clearance list each and every time a volunteer, contract, or professional visitor requests entrance to the facility. The list may include notations such as additional information that might be needed from the volunteer or contract provider, or instructions in that field that must be followed by the volunteer or contract provider. The Corrections member will also ensure that the person requesting to enter the facility has valid identification.

(m) If a contract or professional visitor requires admittance during non-business hours (machinery repair, etc) and they are not on the clearance list, the visitor will complete the clearance application and have a shortened background conducted on them by an On Duty Supervisor (ODS), or designee. This check will include reviewing the applicant's National Crime Information Center (NCIC III), checking to see if they are

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in the computerized jail management system (ATIMS), and conducting a local wants and warrants check on them.

14. After reviewing the application and background information, the ODS, or designee, will either temporarily approve or deny the visitor's entrance. The ODS will forward all applications and background information to the Corrections Staff Assistant (SA) for further processing and review by the Support Services Captain

225.3 SUPERVISION OF VOLUNTEERS AND CONTRACT PROVIDERS

(a) The Support Services Captain will have the responsibility of ensuring volunteers and contract providers are assigned to the appropriate staff and receive designated training in security and Corrections functions. The Inmate Services Lieutenant will ensure Narcotics Anonymous (NA), Alcoholics Anonymous (AA), and Jail Ministry volunteers receive appropriate instructions and training. Volunteers will work under the direct supervision of the On Duty Supervisor (ODS) who will:

A. Ensure that Corrections members follow the process for admitting contract staff, professional visitors, and volunteers.

B. If a volunteer or contract provider tries to gain admittance during regular business hours and they are not on the approved list, the Reception Corrections Technician (CT) will relay this request to the Corrections Staff Assistant (SA), if they are available.

C. If a Volunteer or Contract Provider tries to gain admittance during non-business hours, they are not on the approved list, and the SA is not available, the member handling the request will ensure that a clearance application is completed and a shortened background is conducted which will include a National Crime Information Center (NCIC III) run, local warrants check, and a search of the computerized jail management system (ATIMS). Based on the information obtained from these sources and the criteria listed below, the ODS, or designee, will temporarily approve or deny entry of the volunteer or contract provider.The following factors will be a basis for denial unless an exception is made by the Support Services Captain or designee:

- Felony convictions
- Criminal, major traffic charges pending
- Current probation or parole
- Misdemeanor and major traffic convictions will be evaluated on an individual basis

225.3.1 PRISON RAPE ELIMINATION ACT (PREA)

All volunteers and contractors, who have contact with inmates, will be informed of the Corrections Bureau’s zero-tolerance regarding sexual misconduct, or retaliation for reporting such conduct, towards all persons working for the Bureau or providing services to the inmates who are in the custody of the Bureau. This information will include how to recognize and report such incidents, maintain appropriate boundaries with the inmates, and the liabilities involved with neglecting to do these. The level and type of training will be based on the services they provide and the level

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of contact they have with the inmates. All training will be documented on the PREA Civilian Acknowledgment Form.

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